

RFP 13-075
REQUEST FOR PROPOSALS
for
INDEFINITE QUANTITY (IDQ) CONTRACT FOR
WATER/SEWER LINES ENGINEERING SERVICES

SUMMARY

The purpose of this Request for Proposals (RFP) is to select one or more firms (IDQ Consultants) to provide full water/sewer lines engineering services on an as-needed basis. The services provided under the contract awarded will be initiated through the issuance of task orders. A detailed description of the kinds of tasks expected to be performed can be found in Section 1.4 of this RFP. In general, the work performed under this Indefinite Delivery Quantity (IDQ) contract will involve design services associated with water/sewer lines construction projects.

This is an "IDQ Contract" with no fixed price whereby Frederick County Government will enter into an agreement with one or more firms to provide miscellaneous water/sewer facilities engineering services as described herein on an as-needed basis. The Division of Utilities and Solid Waste Management (DUSWM) will issue, assign, and administer the work under this IDQ contract by task orders.

It is the County's intent to award this IDQ contract to multiple firms selected as a result of the technical and price proposal evaluation process. However, the County reserves the right to award one contract, multiple contracts, or no contracts, at its sole discretion. If multiple firms are awarded contracts, it is intended that task orders will be assigned on an alternating basis, however, the County reserves the right to assign task orders in any order to any of the firms if it is deemed in the best interest of the County.

The maximum cumulative fee that may be paid under this IDQ contract to each individual firm shall not exceed \$500,000 per year. Additionally, the maximum fee that may be authorized for each individual task order shall not exceed \$300,000. Only work that is requested by issuance of a written task order will be authorized under this IDQ contract. There is no minimum fee guarantee and the County makes no representations as to the number of task orders or the actual amount of services which will be requested, nor is the County obligated to accept any specified minimum amount of services.

The initial contract will be for a two (2) year term with the option of renewal for one (1) additional year term at the sole discretion of the County. If the County elects, at its sole discretion, to extend this contract, the unit prices/hourly rates will be adjusted for each renewal period under this contract in accordance with the CPI-U All Items, Washington-Baltimore DC-MD-VA-WV, Series ID: CUURA311SAO, as published by the Bureau of Labor Statistics, Washington, DC. The CPI adjustment shall be calculated on the basis of the difference between the latest reported monthly index number prior to expiration of the then current contract period and the index number for the same month in the prior year. The adjustment factor expressed as a percent change upward or downward, will be used to recalculate the unit prices/hourly rates for the renewal period.

The scope of work may include but not be limited to the types of projects listed below:

- Water Supply Lines
- Wastewater Conveyance Lines and Facilities
- Design of Sediment and Erosion Control Measures
- Hydraulic/Hydrologic Analysis
- Access Road Design (Landfill or Water/Wastewater Facility)
- Drafting of Plans
- Surveying
- Request for Proposal Preparation
- Obtaining Permits for Proposed Work
- Development of Right-of-Way and Easement Plats, Descriptions
- Feasibility Studies
- Constructability Review of Construction Documents
- Material Testing
- Cost Estimating Services
- Geotechnical Services
- Archeological Services
- Ecology Services
- Geology Services
- Expert Testimony
- GIS (Geographic Information Systems) Service